



Capital Workforce Partners

Network User Acknowledgment of IT Practices and Policies / Confidentiality Agreement Form

This form is used to acknowledge that you have been given access to the IT Policies and Practices for CWP Network Users, effective October 2019, in hard copy and/or electronically. Signing this form means that you agree to comply with the documented policies and practices in this manual, as well as conforming to nondisclosure of confidential information. All CWP network users shall sign and date this form to acknowledge receipt of, and agreement to, the IT practices and policies. CWP employees shall sign and date this form and return it Human Resources. Contractor staff shall sign and date this form and return it to the CWP Compliance & Facilities Specialist.

Agreement

I have received or been granted digital access to a copy of the Capital Workforce Partners IT Practices and Policies for CWP Network Users policy and I agree to read and comply with all policies therein.

I understand that violation of any policy is subject to disciplinary action determined on a case by case basis in conjunction with the CWP Human Resource department, up to and including termination.

I understand that any software and hardware devices provided to me by the organization are for business purposes and shall remain the property of Capital Workforce Partners. I am not to copy, duplicate, modify, alter or upgrade any software programs or hardware devices and must make reasonable efforts to protect organization-provided software and hardware devices from theft or physical damage.

I further understand and agree that if I leave the organization for any reason, I shall immediately return to the organization the original and copies of any and all software, computer materials or computer equipment that I may have received from the organization that is either in my possession or otherwise directly or indirectly under my control.

Non-Disclosure of CWP Data and Client Information

As described in Policy VI: Data Policy, subsection B: Data Confidentiality, I understand that this Acknowledgment also constitutes a Non-Disclosure Agreement with respect to CWP data and client information. Data may be construed as any proprietary information of Capital Workforce Partners whether in digital or hard copy.

Responsibility of Staff and Contractors

Staff and contractors (also referred to as "end-users") with access to CWP data shall adhere to the following regulations and guidelines governing access and protection of data and confidential information.

Computer Access

All security passwords shall remain confidential. End-users must log off or secure the system when leaving their computer workstation. Each end-user is responsible for the security of his/her access codes. These access codes shall NOT be given to any other person.

Confidentiality

End-users may access CWP data only on a need-to-know basis. Such access shall be limited to the data necessary for completing the project for which the end-user has been hired. Any confidential data retrieved in hard copy form is subject to the same confidentiality restrictions and requirements.

Each end-user with data access requirements is required to sign this statement. No CWP data may be released to any third party except when granted permission by the proper authorities. By signing below, the end-user acknowledges that they have read and understand the ethical and legal responsibilities to which they must adhere.

Violations

Any violations of the terms of this Confidentiality Agreement constitute grounds for rescinding access to records or for termination. Violations shall include, but are not limited to, the following:

- Altering CWP data without appropriate supporting documentation or authorization.
- Accessing CWP data when not in the course of the end-users assigned responsibilities
- Releasing suppressed or private information without authorization.
- Publicly discussing individual customer or employer data

End-user Acknowledgement

I have read the above Confidentiality Agreement, understand all of its terms and agree to comply with these terms and conditions as they reflect Capital Workforce Partners' policy on access to CWP IT systems, resources, and data.

End-User Name (please print): _____

End-User Signature: _____

Date: _____